

**SHERBURN CITY COUNCIL MEETING**  
**November 18, 2024 at 5:00 P.M. | CITY HALL, 21 E 1<sup>ST</sup> STREET**

**PRESENT:** Robert Roesler, Matt Larson, Kurt Olson, Brad Ringnell. Sarah Kramer arrived at 5:05 p.m. Also present is Andrea Ballard, Clerk/Treasurer, Sean Devens, Deputy Clerk, and Paul Schoen, Public Works.

**CALL TO ORDER** – Mayor Robert Roesler duly called the meeting to order at 5:00 p.m.

**OPEN PUBLIC COMMENTS**

- Rick Behne, Resident of Sherburn – was the list that was handed out a short list or are there more items? Mayor Roesler reported that Harry Jenness, Building Official will be reporting during the agenda.

**APPROVAL OF AGENDA**

- Addition to consent agenda of approval of October UB adjustment and addition of Public Work Update by Paul Schoen. **Motion to approve agenda with additions by Ringnell, second by Olson. 4-0. Carried.**

**APPROVAL OF MINUTES**

1. Regular Meeting – November 4 Council Meeting A
  2. Closed Session – November 4 Closed Session A
- **Motion to approve both meeting minutes by Larson, second by Ringnell. 4-0. Carried.**

**CONSENT AGENDA**

1. Approval of E-Checks #802-808 and Paper Check #46104-46136 A
  2. October UB Adjustments A
- **Motion approve consent agenda as presented by Ringnell, second by Larson. 5-0. Carried.**

**REGULAR AGENDA**

1. House of Representatives – State Representative Bjorn Olson – responded to Harry’s question regarding current legislature – response is there is grant money, there is a catch – you need to improve the property by tearing down and then put something OR put low-income housing. Recommendation to City Council was when it comes up to tax forfeit, take

ownership and demo it. Have been working on something with legislature that is not so tied up for grant money. Pay county the filing fee when you take down this property.

2. Update from Harry Jenness – Building Official – 310/312 South Main will now not complete demolition due to cost of taxes. Bobby Dietz does not want to demo due to risk of vandalism. 208 S. Lake has been on the calendar to knock down but will be done by the end of this year. The remainder of the properties have not responded to Jenness. Council asked how this handled if it goes back to tax forfeiture and Jenness explained that once the county gets it, then county would contact city to see what the intentions are. Kramer asked when the last round of letters had been sent out – Jenness reported October 7<sup>th</sup> and November 9<sup>th</sup>. Larson stated the City should pick a few properties and then act. Kramer, every letter that has been sent needs to be acted upon and needs to be sent as certified mail.
3. Jon Schafer – “New Life Inn” – Introduced himself to council as a resident who currently lives on North Main Street. The old Methodist Church would be a great place to start his men’s recovery home but wants the go ahead from city before starting to raise money. Currently this is zoned commercial, and we would need to look into specifications. The building probably has room for at least a dozen people, but does not want to get to that size, instead would like to start out with six individuals. Like the Healing Hearts home, just the male version. Olson – if it is a treatment center where you are bringing residents who are coming off of treatment would like for this to be a licensed facility. Yochim requested that there be more of a direction prior to having the city give a go ahead. Schafer stated he will touch base with Cherri and come back to the city.
4. Canvas 2024 Election City Council Results – **Motion to accept canvassing by Ringnell. Second by Kramer. Carried.**
5. Utility Rate Update & Resolution 2024-23 – **Motion to accept Resolution 2024-23 for Utility Rate Increases to be increased by 5% starting January billing by Ringnell. Second by Olson.** Roll Call Vote: Larson, yea; Olson, yea; Kramer, yea; Ringnell, yea; Roesler, yea. 5-0 vote. Carried.
6. Polling Place Designation – Resolution 2024-24 **Motion to accept resolution by Ringnell. Second by Larson.** Roll Call Olson, yea; Kramer, yea; Larson, yea; Ringnell, yea; Roesler, yea. 5-0 vote. Carried.
7. Second Reading of Fire Billing Ordinance 2024-01 – office has not received any comments on this ordinance. **Motion to accept ordinance by Ringnell. Second by Olson.** Discussion includes content of the ordinance, including rates, billing, mutual aid, etc. Roll Call Vote: Ringnell, yea; Larson, yea; Olson, yea; Kramer, yea; Roesler, yea. 5-0 vote. Carried.
8. Insurance Benefit Change for Full Time City Employees – see what plans are for employees and get budget impact in dollars for remaining at 75% coverage as well as the 100% coverage. **Motion to postpone until first meeting in December by Ringnell. Second by Larson. 5-0 vote. Carried.**

## **POLICE CHIEF REPORT**

- Police Dept & MLS Staff had AED & CRP training as the SWPD donated an AED to the bar.
- Union came to an agreement with the Police Commission regarding their contract for the next three years.
- Currently canvassing for the Shop with a Cop program.
- July 30-Mid August 2023 there was vandalism throughout Sherburn. Yochim reported that charges had been pushed through with probation and a number of community service hours. Chief read off an apology letter addressed to the City of Sherburn and SWPD written by the minor responsible for just short of \$100,000.

## **CLERK'S UPDATE**

- Sean Devens received a welcome to City Staff as he started as Deputy Clerk on 11.14.24.
- Ballard recommended the purchase of PlanIT Software - \$1000 for first year for Capital Improvement Planning - we've used it before and has seemed to be effective. Generate reports for different entities. By the end of 2025 they will have budgeting rolled in as well. Council would like reports before action.
- Update on Attorney retainer for year to date: Since this is a flat fee, you can ask as many questions as you want without the fee increasing. The flat fee does not increase nor decrease. We do consider the amount of time spent when calculating the fee each year. At this time, based on the time I have spent answering questions, if this was hourly, the fee would be \$3,705.00. So, depending on how the rest of the year goes, it is likely that the retainer for next year, if the city wishes to continue to retain us, will be lower.
- Journal Entries for the Mid-Year audit have been completed and entered into Banyon. They were also reviewed by Amanda @ B&B for accuracy with no errors noted.
- Working with Bar on Staffing & Inventory.

## **PUBLIC WORK UPDATE**

- Apologized on behalf of Public Works for not having flags up for Veterans Day.
- South Park Gazebo has been picked up.
- UV room is offline per the MCPA permit for disinfectant and maintenance for clarifier has been completed.
- Biosolids have not been hauled yet, but will coordinate with Tom Finke.
- Annual maintenance has begun for equipment in preparation for snow.

- Lead Line surveys have been sent out by Bolton & Menk. Vacant lots were placed on unknown.
- WWTP Project is about done, just working on punch list and then will have an open house in spring 2025.
- Light poles in town are temporary poles that are on loan by the state. Public works will not mount this year to those, Christmas decorations will look a little different this year. Plan to get the Christmas decorations set up 25<sup>th</sup>/26<sup>th</sup>. Schoen requested looking into purchasing new decorations for light poles as the ones the City currently has are about 20 years old and will be too small for the new light poles.
- Will look at reprogramming the flashing crosswalk lights by the school.

### **REPORT FROM THE MAYOR AND COUNCILMEMBERS**

- Kramer – Received phone calls regarding the Bar concerns from the 16<sup>th</sup>. Why is the liquor store closing early? Ballard informed Councilmember Kramer that this has been taken care of.
- Ringnell – would like a request for proposal to go out for cleaning services. Would like to get the burn pile taken care of ASAP. Public Work has made the request to hard close right after Thanksgiving and be open by appointment only.
- Larson – would like to see curbs painted in 2025.

### **ADJOURN Motion by Ringnell to adjourn at 6:52 p.m. Second by Larson.**

Next Regular Meeting Monday, December 2nd, 2024.